

TXad — 28 May 56  
25X1A9a [REDACTED] & I worked up  
the attached. He understands,  
as a result of last Friday's  
meeting, that the information  
noted on attached is not desired  
on the Biographic Profile Form.  
Question No. 1 Do you have any comments  
on attached? [REDACTED] 25X1A9a

18 May 56

COMPETITIVE PROMOTION SUPPLEMENTARY DATA SHEET

INSTRUCTIONS - The information requested below will be accomplished for each promotion-eligible employee in grades GS-7 Through GS-14 approximately 30 days prior to the convening of the Promotion Panel which will merit rank all such employees at that grade level.

I. NAME, GRADE AND JOB TITLE OF EMPLOYEE.

II. SUPERVISOR'S RECOMMENDATION FOR PROMOTION. (Each Career Service will determine whether this recommendation will be initiated at the first or second supervisory echelon or level.) Information desired here is two-fold:

- a. Relative ranking of the individual among his contemporaries (within the scope of Supervisor's authority) of same GS grade and career designation, e.g., Third out of 10 - GS-11's.
- b. Individual is ☐ recommended or is not ☐ recommended for promotion or is recommended with following reservation: ☐

III. COMMENT BY REVIEWING OFFICIAL. (To be determined by each Career Service. Preferably, the Division Chief level.)

- a. Concur in above rating and comments ☒.
- b. Disagree with above as follows:

IV. REASSIGNMENT PLANNED IF PROMOTED. (To be filled in as appropriate). Indicate statement of how employee may be utilized in the higher grade - considering that the normal assignment policy is that the employee's grade will be the same as the grade of his position. If reassignment to accomplish this is required but not immediately feasible, indicate approximately when such reassignment might take place).

DOCUMENT NO. \_\_\_\_\_  
NO CHANGE IN CLASS. ☐  
☒ DECLASSIFIED  
CLASS. CHANGED TO: TS S C  
NEXT REVIEW DATE: \_\_\_\_\_  
AUTH: HR 70-2  
DATE: 24 JUL 1981 REVIEWER: 029 725

Proposed Items for the Biographic Profile

1. Name (Last-First-Middle)
2. Sex
3. Date of Birth
4. Service Designation
5. Longevity Computation Date
6. Marital Status
7. Number of Dependents (excluding employee) ☐ Adults ☐ Minors
8. Grade
9. Organizational Title
10. Official Position Title and Occupational Code
11. Office of Assignment
12. Member of CIA Career Staff ☐ YES ☐ NO Effective Date: \_\_\_\_\_  
Qualified for Dept. Duty Full Duty
13. Medical Status ☐ Full Duty General ☐ Only ☐ (Special)
- Date of Report: \_\_\_\_\_
14. Assessment ☐ YES ☐ NO Date: \_\_\_\_\_
15. Current Military Reserve Status ☐ Ready Reserve ☐ Standby Active  
☐ Standby Inactive ☐ Retired
16. Citizenship
17. Date if Naturalized
18. Non-CIA Experience (Including Military)
19. Non-CIA Education (Including Military Training)
20. Agency Sponsored Training (Including Agency Sponsored Military Training)

21. CIA Employment History (SF-50 and Military Orders) - Indicate first assignment and all personnel actions for last 10 years. [If official action appears incorrect, a memorandum for the record should be prepared and filed adjacent to official action to adjust data reflected by official record]

- a. Effective Date
- b. Position Title (As shown on Official Action)
- c. Grade
- d. Component
- e. Geographic Location

22. Geographic Area Knowledge

23. Foreign Language Abilities

24. Evaluative Data

a. Fitness Reports

FORM NO. 45	LAST RATING Dates of Period Covered	PREVIOUS RATING Dates of Period Covered	PREVIOUS RATING Dates of Period Covered	Are there remarks on the Fitness Report which indicate factors that should be reviewed in detail? <input type="checkbox"/> YES <input type="checkbox"/> NO
Rating in Section C				
Rating in Section D				
Rating in Section G				

b. Summaries of other evaluative reports in the past two years

25. Grade of Position to which incumbent is assigned if different from incumbent's actual Grade

26. Summary of Career Preference Outline and/or Field Reassignment Questionnaire (Indicate date(s): item S-1, Field Reassignment Questionnaire and item 13 CPO)

27. Additional Information (Summaries of other evaluative data: Warning Letters, Disciplinary Actions or Commendations, Honor or Suggestion Awards Received.

28. Summary prepared by

29. Date prepared

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## Biographic Summary Sheet

<u>Use</u>	<u>Explanation</u>
1. Competitive Promotion Evaluation	Expedites panel considerations. Minimize need for panel review of Personnel folders.
2. Individual Career Planning	Biog. Summary Sheet provides pertinent information required in planning individual careers including consideration of comments from Career Preference Outlines.
3. Training - Including JOT & CD	Comments and recommendations regarding requests or need for such training may be prepared or reviewed expeditiously through use of Biog. Summary Sheet.
4. Fitness Report Preparation	The Biog. Summary Sheet can serve as background information in preparation and review of fitness reports.
5. Selection for Assignments	The Biog. Summary Sheet will serve in reviewing proposed assignments.
6. Substitute for Personnel Folder	Use of Biog. Summary Sheet will aid in reducing circulation of the personnel folders and will cut down the number of personnel who need to have access to the folder.
7. Preparation and review of related Personnel Actions, e.g. LWOP, Separation, Disciplinary Action, etc.	For many routine personnel actions, the Biog. Summary Sheet may be used without the need for reviewing the folder.

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